




## Chapter 14 - Internet Explorer/Outlook Express

June 1, 2001



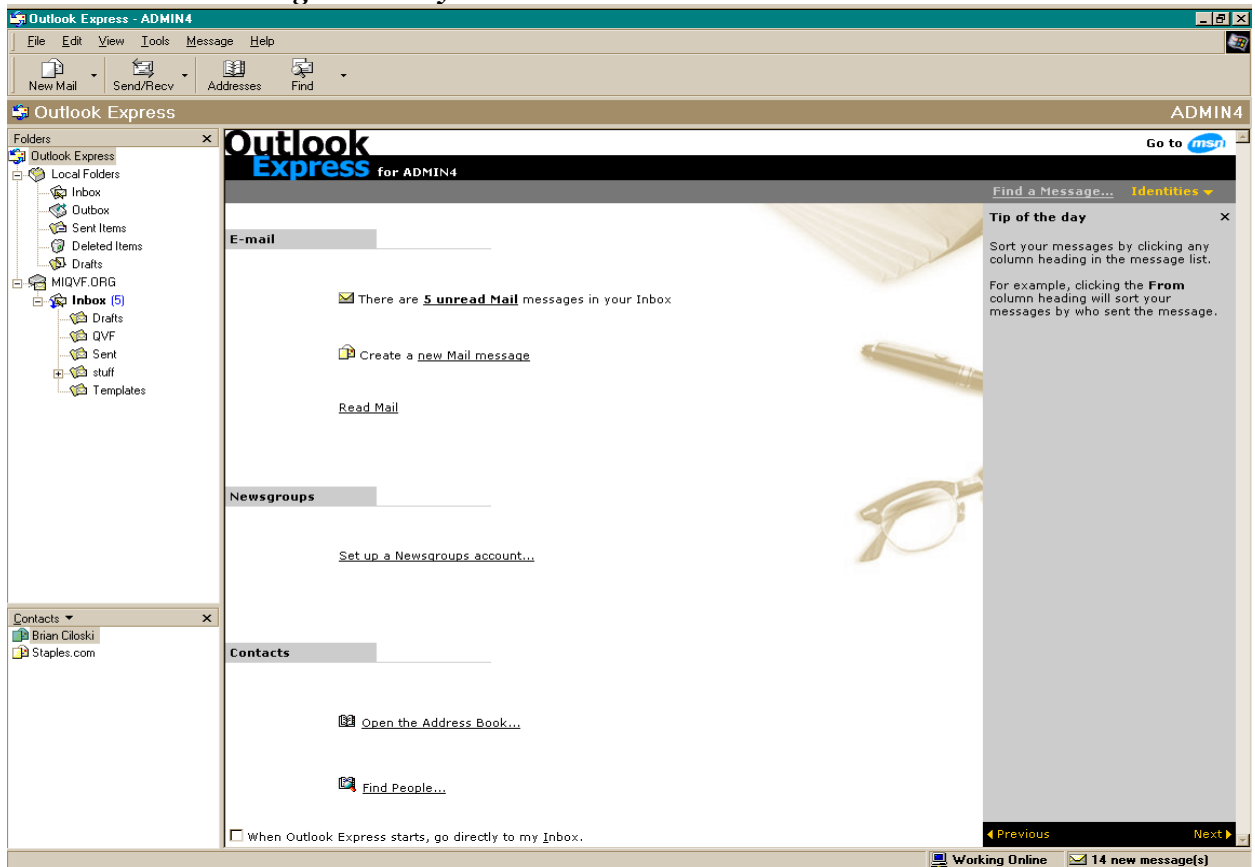
Included with your QVF software is Internet Explorer/Outlook Express. Internet Explorer/Outlook Express gives you the ability to communicate via e-mail with other QVF users throughout the state. Internet Explorer/Outlook Express is also used by the Department of State to share general information and solicit input on issues affecting your QVF system. Buttons have been added to the Internet Explorer Main Screen that will link you directly to the Statewide Lookup Page, the Elections Page and the Department of State Home Page.

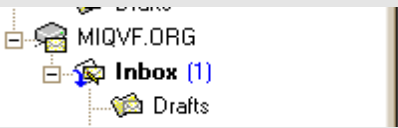
**Getting into Internet Explorer/Outlook Express and Your E-Mail Inbox:**


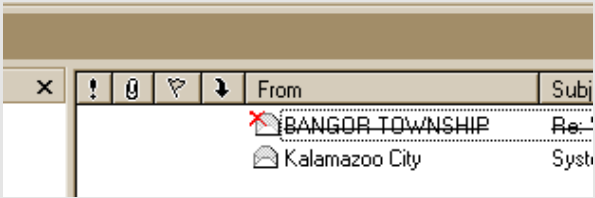
Action	Result
<p>From the Windows Main Desktop, locate and double click on the <b>Internet Explorer</b> icon.</p> 	<p>A <b>Dial Up Connection</b> screen appears and automatically establishes the internet connection.</p>
	<p>The <b>Internet Explorer</b> application is initiated. The Michigan Department of State Home Page will display.</p>
<p>From the <b>Internet Explorer</b> menu bar, click on the <b>[Mail]</b> button.</p> 	<p>A drop down menu will appear.</p>
<p>Highlight and click on <b>Read Mail</b>.</p> <p>As an alternative method for accessing your mailbox, you can click on the <b>Launch Outlook Express</b> icon on your start bar.</p> 	<p>The <b>Login – MIQVF.ORG</b> screen appears.</p> <p><b>**Note - If this screen does not appear, your machine has been set to automatically enter the password.</b></p>
<p>In the <u>Password</u> field enter your Michnet password. This is your five-digit jurisdiction code. Counties should use their county name in capital letters. Click on the <b>[OK]</b> button.</p>	<p>The <b>Outlook Express</b> screen appears.</p>

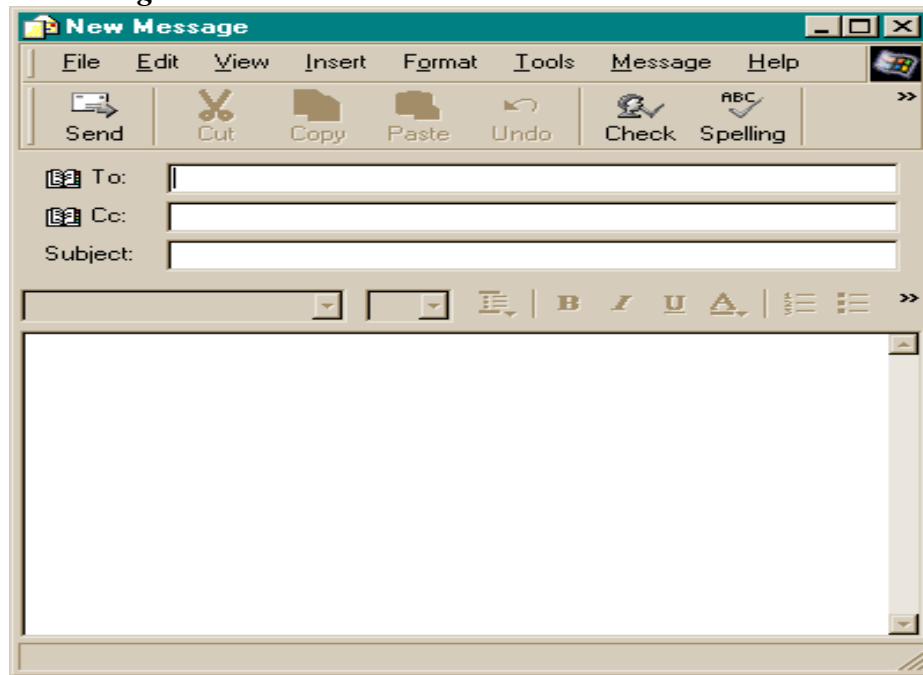
You can go directly into Outlook Express without going into Internet Explorer. Just double click on the **Outlook Express** icon, or single click on the **Outlook Express** icon in the quick start bar.

After you close Internet Explorer or Outlook Express an **Internet Connection** dialog box will appear. You can disconnect by clicking on the **[Disconnect Now]** button, or you can stay connected by clicking on the **[Stay Connected]** button.

***To view E-mail messages sent to you:***

Action	Result
<p>In the <u>Folders</u> pane in the upper left part of the screen click on <u>Inbox</u> below <u>MIQVF.ORG</u>.</p> <p><b>**Note – New e-mails are indicated by the number in parentheses next to <b>Inbox</b> as shown below – i.e. <b>Inbox (1)</b></b></p> 	<p>The upper right-hand side of the split-pane window will display all email, both old and new. Unread e-mail messages are indicated by an unopened envelope. To read a message, double click on it.</p>

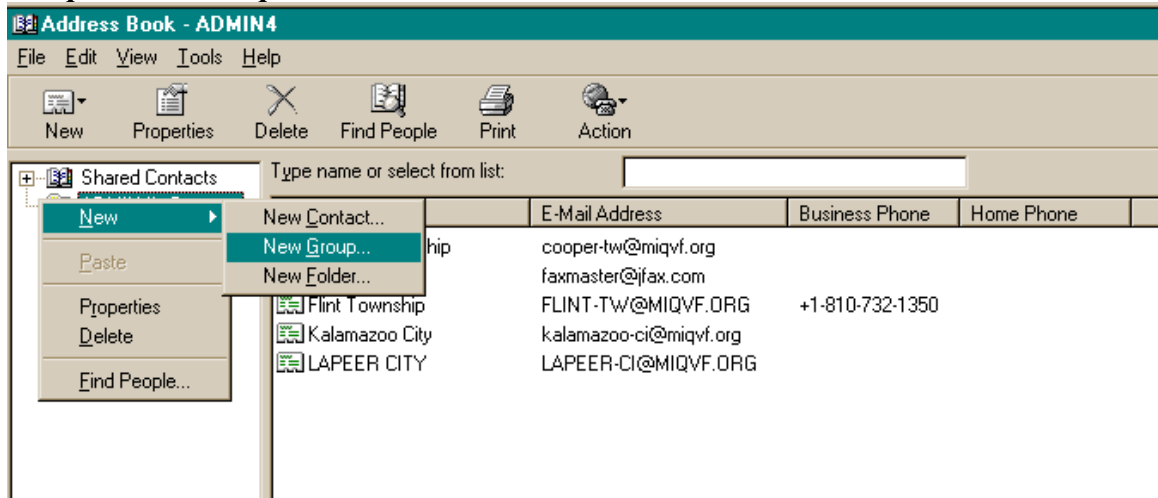
<p>The sender's e-mail address will appear under the <b>From</b> column where the e-mails appear in split screen, or if you double click on the e-mail, the sender's e-mail address will appear next to <b>From</b> in the message heading. To add this e-mail address to your address book, right click on the sender's e-mail address, then select <b>Add Sender to Address Book</b>.</p>	<p>Sender's information appears in the address book. To view the address book, click on the <b>[Addresses]</b> button on the toolbar.</p> 
<p>You will want to dispose of old e-mail messages because you have a limited storage capacity. (If you want to save messages, see the section below <b>To Create a Message Folder and File Messages</b>.)</p> <p>To delete a message after you have read it, click on the <b>[Delete]</b> button located on the tool bar.</p>	<p>A red "X" will appear on the message icon.</p> 
<p>When you have marked all the messages you wish to delete, click on the <b>[Purge]</b> button on the tool bar.</p>	<p>The messages disappear.</p>

**To send E-mail messages:**

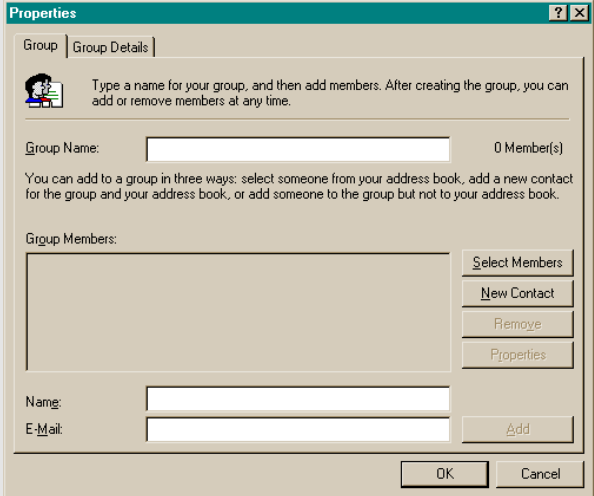
You can use **Outlook Express** to send e-mail messages to other clerks in the state or to people anywhere in the world.

Action	Result
On the tool bar in Outlook Express, click on the <b>[New Mail]</b> button.	The <b>New Message</b> screen appears. Your cursor is in the <u>To:</u> field.
Type in the e-mail address of the addressee in the <u>To:</u> field. The software allows for you to enter multiple addresses to deliver the e-mail to. Use a comma between each address for this function. After you have entered all recipient addresses, Click the <b>[Check]</b> button to verify the e-mail addresses against your address book.	<b>Note:</b> If you use the <b>[Reply]</b> button on an open message you want to reply to, the address will automatically appear in the <u>To:</u> field.
An alternative to typing e-mail addresses on messages you compose; place your mouse arrow over <u>To:</u>	<u>To:</u> becomes a button.
Click on the <b>[To:]</b> button.	The <b>Select Recipients</b> screen is displayed. A grid on the left side of the screen will display a long list of all the e-mail addresses in your address book.
In the field next to the <b>[Find]</b> button, enter the first few characters of the e-mail address where you want to send the message.	The grid on the left of the screen will scroll down to match the characters you entered.
Double click on the e-mail address you want	The selected e-mail address appears in the

Action	Result
to use or highlight the address and click on the <b>[To:]</b> button.	<u>Message recipients</u> box on the upper right part of the screen.
Repeat this process for other recipient's addresses you want to send the message to, send a copy to (use the <b>[Cc:]</b> button), or places you want to send a blind copy to (use the <b>[Bcc:]</b> button).	More addresses are added to the <u>Message Recipients</u> box.
Click on the <b>[OK]</b> button.	You are returned to the <i>New Message</i> screen. The e-mail addresses appear in the <u>To:</u> field.
Hit the <b>Tab</b> key on the keyboard.	The cursor moves to the <u>Subject</u> field.
Enter a subject if you would like. Hit the <b>Tab</b> key on the keyboard.	The cursor moves to the field where you will enter your message.
Enter the text of your message. You have many options in your menu including but not limited to, changing print style and size and spell check.  After you have entered and edited your text, click on the <b>[Send]</b> button.	Your message is sent to the addressee.

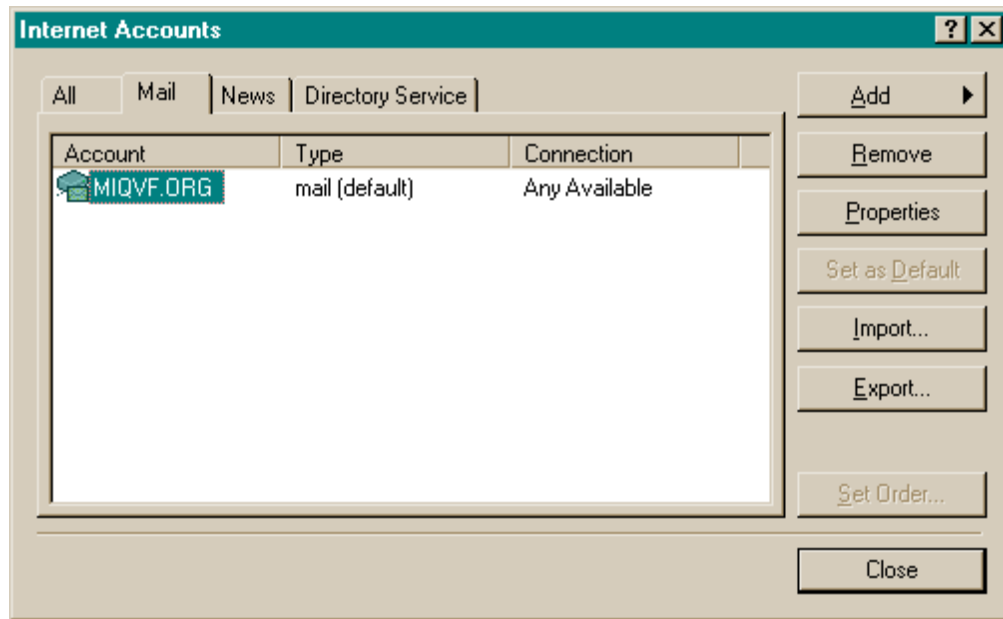
**To Set up E-mail Groups:**

E-mail groups allow you to send an e-mail message to several addresses at once without having to enter each e-mail address individually. When a group is set up, you simply enter the group name in the address line of your message, and the message is then sent to everyone in the group.

Action	Result
While in Outlook Express, Click on <b>[Addresses]</b> .	The <b>Address Book</b> screen appears.
In the box on the left side of the screen, right click on <b>Shared Contacts</b> .	A menu appears.
From the menu, highlight <b>New</b> , and then click on <b>New Group</b> .	The <b>Properties</b> screen appears. 
Click on the <b>[Select Members]</b> button.	The <b>Select Group Members</b> screen appears.
A list of e-mail addresses will appear on the left of the screen. To move the recipients to the group, highlight the e-mail address by	E-mail addresses are moved to the box on the right side of the screen.

Action	Result
clicking on it, and then click the <b>[Select-&gt;]</b> button.	
When you have chosen all of the e-mail address you want included in the group click on the <b>[OK]</b> button.	You are returned to the <i>Properties</i> screen.
Enter an e-mail group name in the <u>Group Name:</u> field. Use the <b>Group Details</b> tab to enter a description of the group if desired.	This group name can be typed into the <u>To:</u> field when addressing mail to the entire group.
To enter additional names not already in your address book to your group, you can enter the recipient's information at the bottom of the <i>Properties</i> screen in the fields labeled <u>Name:</u> and <u>E-Mail:</u> then clicking <b>[Add]</b> to complete the transaction.	Additional recipients are added to the group.
When you have added all of the e-mail addresses that you would like in the group, click on the <b>[OK]</b> button.	You are returned to the <i>Address Book</i> screen. The group that you just created is listed under <u>Shared Contacts</u> , with the name that you gave it.
You can edit your group by finding it in <i>Addresses/Shared Contacts</i> , then double clicking on it.	The <i>Properties</i> screen appears.
Make the desired changes on the <i>Properties</i> screen. Click on the <b>[OK]</b> button.	The <i>Properties</i> screen disappears, saving the changes to the group.

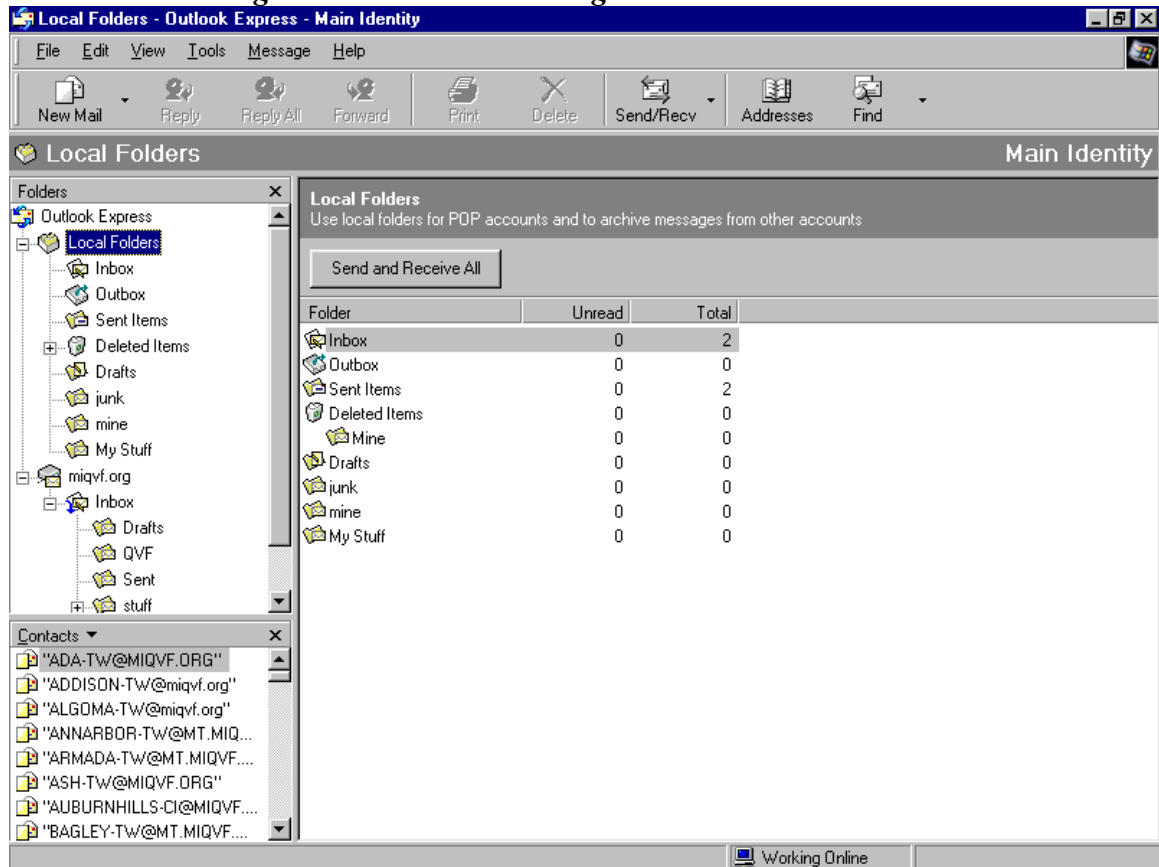


**To Save Your E-Mail Password**

You are able to set up **Outlook Express** so that you do not need to enter a password every time you go into your **Inbox**.

Action	Result
In <b>Outlook Express</b> , go to <b>Tools</b> in the menu bar and click on <b>Accounts</b> .	An <b>Internet Accounts</b> screen appears.
Under the <b>Mail</b> tab, select <b>miqvf.org</b> . Click the <b>[Properties]</b> button to the right of the screen.	The <b>miqvf.org Properties</b> screen appears.
Select the <b>Servers</b> tab from the top of the <b>miqvf.org Properties</b> window.	The <b>Server Information</b> screen is displayed.
Put a check mark next to <u>Remember password</u> . Then click on the <b>[OK]</b> button.	You are returned to the <b>Internet Accounts</b> screen.
Click on the <b>[Close]</b> button.	The <b>Internet Accounts</b> screen is closed. You will have to enter your password one last time when you go into the <b>Inbox</b> ; the system will retain it after that.

### To Create a Message Folder and File Messages



Messages you don't delete are kept on an e-mail server in Ann Arbor. Your e-mail inbox has a limited storage capacity. If you want to save messages sent to you, it is recommended that you save them to a message folder on your own computer.

Action	Result
To create a folder while in <b>Outlook Express</b> , highlight <b>Local Folders</b> in the <b>Folders</b> box on the left side of the screen.	Your local folders, information stored on your computer, are displayed on the right side of the screen.
Click on <b>File</b> in the menu bar and then click on <b>New</b> , followed by selecting <b>Folder</b> .	The <b>Create Folder</b> dialog box appears.
Enter a name for your message folder in the <b>Folder name</b> field and click on the <b>[OK]</b> button.	The <b>New Folder</b> dialog box disappears, and a folder has been created.
To move a message, while in the <b>Inbox</b> screen, click on the message you want to move.	The message is highlighted.
Right click on the e-mail and choose <b>Move to Folder</b> .	A dialog box appears containing a folders tree.
Choose from the tree of folders the folder to which the e-mail is to be moved. Click the <b>[OK]</b> button to complete the move.	The message is moved from the <b>Inbox</b> folder to the alternative folder.
To read messages stored in other folders, use	The messages contained in the selected folder

the mouse to select the folder.	will appear as they do in the <i><b>Inbox</b></i> .
Double click on the message you want to read.	The complete text of the message is displayed in a full screen view.
When done reading the message you can click on the <b>[Delete]</b> button to delete the message, click on the <b>[Next]</b> button to see the next message in the list, or you can click on the <b>[X]</b> button to close out of the message screen.	

## Using Favorites



**Favorites** creates shortcuts to web pages that you frequently visit. By clicking on a favorite link, you are able to directly go to a particular web page rather than typing a long address into the browser. To add a favorite:

Action	Result
While connected to the internet and in <b>Internet Explorer</b> , go to the web page you want to add as a favorite by typing the address into the <u>Address</u> field.	The desired web page appears.
In the middle of the screen from the tool bar, click the <b>[Favorites]</b> button.	The <b>Favorites</b> menu is displayed on the left side of the screen.
Click on the <b>[Add...]</b> button in the <u>Favorites</u> box.	The <b>Add Favorite</b> dialog box appears.
Click on the <b>[OK]</b> button.	The link has been created in the <u>Favorites</u> folder. The <b>Favorites</b> menu closes.
If you want to add a favorite to a different folder: while you are in the <b>Add Favorite</b> dialog box, click the <b>[Create In]</b> button to view the list of folders if you do not see them already. Select a folder and then click <b>[OK]</b> .	The link is created in the folder designated.
To use the saved links, click the <b>[Favorites]</b>	A list of saved links is displayed on the left

button.	side of the screen.
Find the named link from the list of favorites. If you saved the link in a folder, you will have to click on that folder to open it before you can use your link. Once you have found the link, click on the name.	The web site you want to access appears.